

How To Prepare Your Case

Once you have [determined](#) that my office can assist you, please follow the steps listed below to ensure that my staff can assist you more efficiently.

STEP ONE: Complete our casework authorization form.

The Privacy Act mandates that we have your written consent before a caseworker can obtain facts about your case. Please print out and complete the appropriate form below:

- [Immigration Casework Authorization Form](#)
- [General Casework Authorization Form](#)

Be sure to complete and sign the form before returning it to my office.

STEP TWO: Gather relevant documents.

You must provide my staff with any paperwork you have pertaining to your case. This may include:

- Most recent correspondence sent to/received from the agency (letters, decisions, notices, etc.)
- Receipts for applications filed and fees paid
- Medical documentation (if applicable)
- Financial records (if applicable)
- Other letters of support

*Remember to mail **copies** instead of original documents unless specifically requested.*

STEP THREE: Forward all forms and documentation to my office by mail, fax or in person.

[Click here to return to the Casework home page.](#)